

**Clinton Area Transit System  
Board Meeting  
November 26, 2019  
6:00 p.m.**

Members Present: Gail Watkins, Lisa Grysen, Dan Skorich, Jody Smith, Rex Ferguson,  
Pete Apostol, Scott Idle

Members Absent: Madelyn (Archi) Tomczyk

Others Present: Bruce Delong, County Commissioner, MaLissa Schutt, Kathleen Rubie,

The meeting was called to order at 6:00 p.m. by Board Chair Gail Watkins.

**Motion** by Rex Ferguson, supported by Pete Apostol, to approve the agenda, Yes-all. Motion carried.

The minutes of the regular Board Meeting held on October 24, 2019 were reviewed. **Motion** by Pete Apostol, supported by Scott Idle, to approve the minutes of the Board regular meeting. Yes - all. Motion carried.

The Finance Committee Chair, Lisa Grysen, presented the payroll and payables amounts for October 2019.

**Motion** by Lisa Grysen, supported by Scott Idle, to approve the August 2019 expenditures. Yes – all. Motion carried.

**Interim General Mangers report:**

Ridership October 2019 6,154 one way trips- Expanded hours had 47 one way trips from 6-7pm.

Ridership from October 2018 to October 2019 went up by 615 one way trips.

Hired a new driver and a dispatcher. Accounting specialist and a part time dispatcher put in their notice of resignation.

Emails are changing to Microsoft 365, will be finished this week

FY 20 annual Budget application was on hold at MDOT, had to make some corrections and resubmit for final approval.

Meetings attended- DHHS- Sherry Mandeville , Clinton County Traffic Summit, Clinton County Township Officers Association, Building Stronger Communities coalition meeting.

**Information items:**

Engagement letter from Manor Costerisan, about beginning audit. Audit was the week of November 18, 2019.

Clinton Transit membership for Michigan Public Transportation Association has been accepted. We are no longer members with MASStrans.

**New Business:**

General Managers job description was approved

**Motion** by Dan Skorich, supported by Lisa Grysen, approve General Managers job description, yes –all . Motion carried

Voluntary Shared Leave Policy- for employees to share leave banks as needed

**Motion** by Dan Skorich, supported by Rex Ferguson, to table the shared leave policy until next Board meeting, yes –all. Motion carried

**Motion**, by Gail Watkins, supported by Scott Idle, to adjourn. Yes – all. Motion carried. Meeting adjourned at 6:55 p.m.